



CITY OF HOUSTON

Department of Neighborhoods
Inspections and Public Service Division

Annise D. Parker

Mayor

Larry Carroll
Manager
Administration Section
7125 Ardmore St
Houston, TX 77054

(W) 832-394-0628
(F) 832-394-0642

www.houstontx.gov

Application for Extension of an Expired Administrative Order

General Information

Applying for an Extension of an Expired order does not prevent the City from issuing a Municipal Court citation for Non-Compliance or from correcting violations in accordance with the expired order and at the property owner's expense. If the City has begun correcting violations your request may be denied.

The reviewing person may exercise his or her discretion to approve or deny this application. Factors considered by the reviewing person are the applicant's financial ability to perform, the amount of work completed prior to the expiration of the dangerous building administrative order, and other relevant factors.

Applicant Information

Applicant Name: _____

Applicant Status: () Owner () Lien Holder () Agent for owner (Notarized written statement required)

Mailing Address: _____

Home Telephone: _____ **Cell:** _____

Email Address: _____

Address of Property on Order: _____

Property Type:

☐ Vacant Lot ☐ Single Family/Duplex ☐ Three Units/Commercial

☐ Pool ☐ Other _____

Reason for Request: ☐ Repair ☐ Demolition ☐ Secure

☐ Certificate of Compliance

Extension is to Extend Order on: ☐ Main Structure ☐ Building #

_____ ☐ Detached Garage ☐ Shed ☐ Other _____

Additional Time Requested: ☐ 30 days ☐ 60 days ☐ 90 days

☐ 120 days ☐ other: _____

The following documents are provided in support of this request:

_____ Applicant is not the owner, attached is a notarized letter from owner designating applicant to act as his/her designee in this matter.

_____ Current photographs of the property are required.

_____ Work plan is required (detailed work plan with timeline)

_____ Copy of the expired Order

_____ Additional Documents: _____

Do you have a current repair or demolition permit? _____ Yes _____ No

Have you received prior extensions of this order? _____ Yes (How many _____)
_____ No

Applicant Signature

Date

For More Information

If you have any questions about this application, you may contact Larry Carroll at 832-394-0628 or larry.carroll@houstontx.gov. If Larry Carroll is unavailable, you may contact his Administrative Assistant, Juandolyn McQueen at 832.394.0674 or Juandolyn.mcqueen@houstontx.gov.

The Inspections and Public Service Division main office number is 832.394.0600.

Application Submission

You may submit your application in person, via mail, via facsimile or email to the following address:

Larry Carroll
Inspections and Public Service Division
7125 Ardmore Street
Houston, Texas 77054
(W) (832) 394-0628
(C) 832-294-5665
(F) 832-394-0642
Email: larry.carroll@houstontx.gov

Rev: 1/07/14